

existing. (See attached table.) A City Volunteer Manager's Manual was prepared which provides citywide policies and procedures for volunteer recruitment, training and recognition. Volunteer management training is made available periodically to volunteer managers in all city departments.

The Citywide Volunteer Program also assists departments in volunteer recruitment through the development and distribution of over 10,000 Volunteer Opportunities brochures and bulletins each year to branch libraries, recreation centers, senior centers, high schools, colleges, military, and other organizations. Current volunteer opportunities information is provided on the City of San Diego Volunteer Program Web Page, which includes an e-mail application, as well as through the City's Just Call system, which includes a fax option. Volunteer Program staff participate in high school and college career fairs and other special events to recruit volunteers.

Volunteer Recognition

Volunteer recognition is important in retaining volunteers. Last year, the City Council honored city volunteers by declaring the month of April 2001 "City of San Diego Volunteer Month," which coincided with National Volunteer Week. A resolution declaring April 2002 "City of San Diego Volunteer Month" is being proposed again this year, also coinciding with National Volunteer Week (April 21-27). Additionally, many city departments hold their volunteer recognition lunch or dinner events during April.

This year, as in the past three years, the Citywide Volunteer Program, in partnership with Volunteer San Diego and the Central Balboa Park Association, has been able to arrange for the donation of 5,000 free passes to Balboa Park museums, the Zoo, and other local attractions. These passes will be distributed to City of San Diego and Volunteer San Diego volunteers. Additionally, the Padres and Kobey's Swap Meet have each agreed to donate 3,000 tickets and passes for City volunteers this year as they did last year.

Respectfully submitted,

Ann Hix
Citywide Volunteer Program Manager

Approved: Bruce Herring
Deputy City Manager

HERRING/ABH

Attachment: [Fiscal Year Summary of Department Volunteer Programs](#)

City of San Diego Citywide Volunteer Program
FISCAL YEAR SUMMARY OF DEPARTMENT VOLUNTEER PROGRAMS^{1 2}
September 21, 2001

DEPARTMENT	VOLUNTEER PROGRAMS	Volunteers FY 99	Volunteers FY 00	Volunteers FY 01	Volunteer Hours FY 99	Volunteer Hours FY 00	Volunteer Hours FY 01
AUDITOR	<input type="checkbox"/> Support Services	3	1	4	1,635	152	712
CITY ATTORNEY	<input type="checkbox"/> Criminal Division	76	95	68	8,365	11,797	10,050
	<input type="checkbox"/> Civil Division	14	7	11	6,892	3,136	3,664
	<input type="checkbox"/> Law Library	<u>2</u>	<u>2</u>	<u>8</u>	<u>105</u>	<u>25</u>	<u>51</u>
	Total	92	104	87	15,362	14,958	13,765
CITY CLERK	<input type="checkbox"/> Records Management and Information Division	28	16	8	7,220	4,273	2,831
COMMUNITY AND ECONOMIC DEVELOPMENT	<input type="checkbox"/> Economic Development						
	- Enterprise Zone Program	1	--	--	1,242	--	--
	- Business Impr .Districts (15)	154	250	228	18,240	12,000	10,944
	- Small Business Advisory Bd.	8	9	9	384	225	245
	- Enterprise Community Advisory Board	17	16	--	612	320	--
	- Project Area Committees	83	83	--	4,395	4,395	--
	- Tourism Support Rev. Panel	--	5	9	--	108	175
	- Citizens Review Committee	--	12	--	--	360	--
	- Barrier Removal Subcommittee	--	10	--	--	220	--
	-EMTEK II Advisory Board	--	--	24	--	--	384
	-EMTEK I Loan Committee	--	--	6	--	--	24
	<input type="checkbox"/> Community Services						
	- Weed & Seed Advisory Bd.	<u>16</u>	<u>19</u>	<u>16</u>	<u>1,179</u>	<u>224</u>	<u>290</u>
	Total	279	404	292	26,052	17,832	12,062

DEVELOPMENT REVIEW	<input type="checkbox"/> Information & Application Services	39	34	25	12,180	4,410	2,640
DEPARTMENT	VOLUNTEER PROGRAMS	Volunteers FY 99	Volunteers FY 00	Volunteers FY 01	Volunteer Hours FY 99	Volunteer Hours FY 00	Volunteer Hours FY 01
ENGINEERING AND CAPITAL PROJECTS	<input type="checkbox"/> Contract Services - <i>Citizens Equal Opportunity Commission</i> - <i>Citizens Oversight Committee</i> - <i>Public Works Advisory Cmte</i> <input type="checkbox"/> Field Engineering <input type="checkbox"/> Transportation & Drainage Design; Public Buildings & Parks; Field Engineering - <i>MEGA Construction Project Oversight Committee</i> - <i>Consultant Nominating Committee</i> <u>9</u> Total	5 -- -- -- 15 46 <u>9</u> 75	5 -- -- -- 1 -- <u>9</u> 15	7 12 30 5 -- -- <u>13</u> 67	120 -- -- -- 224 825 <u>670</u> 1,839	120 -- -- -- 160 -- <u>550</u> 830	100 612 560 144 -- -- <u>610</u> 2,026
ENVIRONMENTAL SERVICES	<input type="checkbox"/> Landfill Outreach Team <input type="checkbox"/> Environmental Programs - <i>Waste Management Advisory Board</i> - <i>Managers Committee on Waste Reduction</i> <u>9</u> Total	205 22 6 <u>9</u> 242	129 25 6 -- <u>--</u> 160	101 -- -- -- <u>--</u> 101	702 71 48 <u>189</u> 1,010	387 72 -- -- <u>--</u> 465	707 -- -- -- <u>--</u> 707
FIRE AND LIFE SAFETY	<input type="checkbox"/> Fire Hazard & Prevention <input type="checkbox"/> Training & Education <input type="checkbox"/> Maintenance & Material Total	22 302 -- 324	23 198 <u>7</u> 218	4 37 -- 41	4,026 8,095 -- 12,121	3,419 8,626 <u>408</u> 12,453	2,466 1,480 -- 3,946

HOUSING COMMISSION	<input type="checkbox"/> Residents Services - <i>SD Housing Commission Board</i> - <i>Loan Committee</i> - <i>Housing Development Partners</i> Total	55 7 7 7 76	18 7 7 7 39	32 7 7 7 53	3,580 672 273 56 4,581	1,142 504 136 112 1,894	4,247 420 126 126 4,919
DEPARTMENT	VOLUNTEER PROGRAMS	Volunteers FY 99	Volunteers FY 00	Volunteers FY 01	Volunteer Hours FY 99	Volunteer Hours FY 00	Volunteer Hours FY 01
LIBRARY	<input type="checkbox"/> Central/Branch Libraries - <i>Friends of Libraries</i> - <i>Board of Library Commissioners</i> <input type="checkbox"/> READ/San Diego Literacy - <i>Friends of READ/San Diego</i> Total	1,469 612 7 670 65 2,823	1,374 612 7 653 63 2,709	1,187 612 7 690 66 2,562	59,152 24,545 168 47,779 1,916 133,560	63,249 27,000 252 49,050 1,751 141,302	37,106 27,000 252 52,529 2,278 119,165
MANAGER	<input type="checkbox"/> Community Service Centers <input type="checkbox"/> <i>Citizens' Review Board on Police Practices</i> - <i>Citizens' Advisory Board on Police/Community Relations</i> <input type="checkbox"/> Human Relations Commission - <i>Human Relations Commission Board</i> Total	15 23 15 19 20 92	33 23 15 29 32 113	17 26 15 15 15 155	1,085 5,520 -- 376 2,180 9,161	865 3,680 0 1,260 2,312 8,117	1,910 6,240 0 717 301 9,168

METROPOLITAN WASTEWATER	<input type="checkbox"/> Administration - Metro Oversight Committee - Metro Commission - Cost of Service Study - Canyon Sewer Main TF <input type="checkbox"/> Metro Beach Clean Up <input type="checkbox"/> Operations & Maintenance - Wastewater Collection Advisory Committee - Program Oversight Committee - South Bay Community Advisory Committee - South Bay Business Plan Advisory Committee Total	-- -- -- -- 442 2 10 15 <u>12</u> 481	7 -- -- -- 329 2 10 15 <u>12</u> 375	8 15 15 28 120 0 0 10 0 <u>0</u> 196	-- -- -- -- 2,054 6 112 260 <u>200</u> 2,632	496 -- -- -- 1,002 6 112 260 <u>200</u> 2,076	496 278 337 2,100 240 0 0 112 0 <u>0</u> 3,563
DEPARTMENT	VOLUNTEER PROGRAMS	Volunteers FY 99	Volunteers FY 00	Volunteers FY 01	Volunteer Hours FY 99	Volunteer Hours FY 00	Volunteer Hours FY 01
NEIGHBORHOOD CODE COMPLIANCE	<input type="checkbox"/> Code Compliance <input type="checkbox"/> Graffiti Control <input type="checkbox"/> Vacant Properties Program - Vacant Properties Team Total	248 381 <u>6</u> 635	230 836 <u>--</u> 1,066	251 536 <u>--</u> 787	7,720 1,489 <u>48</u> 9,257	5,496 3,295 <u>--</u> 8,791	3,276 2,973 <u>--</u> 6,249
OPTIMIZATION AND ORGANIZATION EFFECTIVENESS	<input type="checkbox"/> Optimization Program - Advisory Panel <input type="checkbox"/> Organization Effectiveness Total	7 <u>--</u> 7	7 <u>1</u> 8	5 <u>--</u> 5	250 <u>--</u> 250	250 <u>73</u> 323	100 <u>--</u> 100

PARK AND RECREATION	Recreation Centers & Parks; Open Space & Regional Parks; Playgrounds; Pools; Golf Courses; Disabled Services; Senior Services	19,648	21,353	17,830	198,126	195,794	194,465
	<i>- Recreation Councils, Advisory Committees, Foundations</i>	<i>5,399</i>	<i>5,727</i>	<i>3,500</i>	<i>18,353</i>	<i>44,115</i>	<i>29,067</i>
	<i>- Park and Recreation Board</i>	<i><u>11</u></i>	<i><u>11</u></i>	<i><u>11</u></i>	<i><u>264</u></i>	<i><u>330</u></i>	<i><u>550</u></i>
	Total	25,058	25,386	21,341	216,543	240,239	224,082
PLANNING	□ Long Range Community Planning						
	<i>-Community Planners Cmte</i>	<i>--</i>	<i>--</i>	<i>22</i>	<i>--</i>	<i>--</i>	<i>440</i>
	<i>- Planning Groups (41)</i>	<i>620</i>	<i>635</i>	<i>663</i>	<i>27,900</i>	<i>27,500</i>	<i>29,612</i>
	<i>- Planning Commission</i>	<i>7</i>	<i>7</i>	<i>7</i>	<i>672</i>	<i>672</i>	<i>228</i>
	<i>- Historical Site Board</i>	<i>--</i>	<i>15</i>	<i>15</i>	<i>--</i>	<i>1,800</i>	<i>2,050</i>
	<i>- La Jolla Shores Adv. Board</i>	<i>--</i>	<i>7</i>	<i>5</i>	<i>--</i>	<i>336</i>	<i>70</i>
	<i>- Old SD Design Review Bd</i>	<i><u>--</u></i>	<i><u>8</u></i>	<i><u>5</u></i>	<i><u>--</u></i>	<i><u>336</u></i>	<i><u>43</u></i>
	Total	627	672	717	28,572	30,644	32,443
DEPARTMENT	VOLUNTEER PROGRAMS	Volunteers FY 99	Volunteers FY 00	Volunteers FY 01	Volunteer Hours FY 99	Volunteer Hours FY 00	Volunteer Hours FY 01

POLICE	<input type="checkbox"/> RSVP	494	495	510	125,476	127,877	137,190
	<input type="checkbox"/> VIP	370	380	277	45,830	48,914	42,841
	<input type="checkbox"/> Crisis Intervention	64	73	86	5,784	6,747	8,925
	<input type="checkbox"/> Police Reserves	47	31	26	16,122	18,121	11,347
	<input type="checkbox"/> Emergency Management	59	61	11	2,680	2,200	0
	<input type="checkbox"/> Language Interpreters	62	62	65	584	300	1,248
	Sub Total	1,096	1,102	975	196,476	204,159	201,551
	<input type="checkbox"/> STAR/PAL Youth Program	359	460	569	4,715	5,098	7,852
	-Board of Directors/Cmtes	--	40	50	--	800	1,200
	<input type="checkbox"/> Police Cadet Program	45	60	60	5,340	7,340	7,340
	<input type="checkbox"/> School Safety Patrol Program	2,200	2,200	2,200	396,000	396,000	396,000
	Total	3,700	3,862	3,854	602,531	613,397	613,943
REAL ESTATE ASSETS	<input type="checkbox"/> Information Management	1	1	--	115	252	--
RETIREMENT	<input type="checkbox"/> Retirement						
	-Board of Directors	--	--	4	--	--	192
	-Heath Advisory Committee	--	--	2	--	--	96
				6			288
RISK MANAGEMENT	<input type="checkbox"/> Workers Comp, Employee Benefits, Admin., Safety	10	6	46	1,576	1,572	900
SAN DIEGO REDISTRICTING COMMISSION	<input type="checkbox"/> Redistricting Commission	--	--	7	--	--	492

DEPARTMENT	VOLUNTEER PROGRAMS	Volunteers FY 99	Volunteers FY 00	Volunteers FY 01	Volunteer Hours FY 99	Volunteer Hours FY 00	Volunteer Hours FY 01
SPECIAL PROGRAMS	<input type="checkbox"/> Citywide Volunteer Program <input type="checkbox"/> Commission for Arts & Culture - <i>Advisory Committees</i> <input type="checkbox"/> Convention Center Expansion <input type="checkbox"/> Special Projects - <i>East Village Homeless Redevelopment Committee</i> - <i>Needle Exchange Task Force</i>	1 8 <u>130</u> 1 - - <u>--</u> 140	1 17 <u>305</u> - - <u>--</u> 323	1 8 <u>259</u> - 44 <u>6</u> 318	48 140 <u>4,780</u> 750 -- <u>--</u> 5,718	45 3,040 <u>4,246</u> - -- <u>--</u> 7,331	38 2,760 <u>2,881</u> - 324 <u>312</u> 6,315
TECHNOLOGY SERVICES	<input type="checkbox"/> Cable TV <input type="checkbox"/> Communications <input type="checkbox"/> GIS Total	5 1 <u>--</u> 6	3 -- <u>--</u> 3	4 - <u>1</u> 5	460 76 <u>--</u> 536	350 -- <u>--</u> 350	440 -- <u>260</u> 700
TRANSPORTATION	<input type="checkbox"/> Disabled Parking Enforcement <input type="checkbox"/> Streets Division/Urban Forestry - <i>Tree Advisory Board</i> Total	37 2,000 <u>--</u> 2,037	35 1,877 <u>15</u> 1,927	38 2209 <u>15</u> 2,262	10,572 6,000 <u>--</u> 16,572	10,675 3,754 <u>900</u> 16,572	7,364 4419 <u>940</u> 12,723
TREASURER	<input type="checkbox"/> Business Tax	1	--	--	648	--	--
WATER	<input type="checkbox"/> Capital Improvements Program - <i>MidCity Pipeline Mitigation Monitoring Team</i> - <i>Miramar Water Treatment Prj Community Advisory Cmte</i> <input type="checkbox"/> Operations - Lake Murray - <i>Friends of Lake Murray</i> <input type="checkbox"/> Management Services - <i>Water Citizens Advisory Board</i> Total	-- -- 24 10 50 16 <u>10</u> 110	-- -- 3 -- 50 -- <u>10</u> 63	30 9 8 118 50 <u>10</u> 225	-- -- 6,494 225 240 2,681 <u>60</u> 9,700	-- -- 198 -- 240 -- <u>210</u> 648	180 90 1,440 290 240 <u>310</u> 2,550

DEPARTMENT	VOLUNTEER PROGRAMS	Volunteers FY 99	Volunteers FY 00	Volunteers FY 01	Volunteer Hours FY 99	Volunteer Hours FY 00	Volunteer Hours FY 01
	<i>TOTAL Boards/Commissions</i>	7,388	8,056	5,911	114,687	137,064	120,216
	TOTAL All Other Volunteers	29,497	29,450	27,253	1,004,569	990,529	955,945
	GRAND TOTAL	36,885	37,506	33,164	1,119,256	1,127,593	1,076,161

1. A dash (“–”) indicates either that no volunteers worked in the program during that year, or that volunteer statistics were not maintained, were not available, or were not reported.

2. Volunteer hours for citizen advisory boards, commissions, committees, etc. are estimated by multiplying the number of members by the average duration of meetings by the number of meetings per year.